



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

---

## **OFFICE TECHNICIAN (TYPING)**

**\$2,510 - \$3,050**

**CLAIMS SERVICES BUREAU**

**LOS ANGELES**

**RESPONSIBILITIES:** Under the supervision of the Bureau Chief of the Consumer Services Division, Claims Services Bureau, the Office Technician will provide a variety of secretarial and technical support/tasks for staff of the Claims Services Bureau to include, but not limited to, reviewing and processing incoming mail/faxes using the Oracle online database systems, properly matching document to case file, and distributing to appropriate staff; responsible for organizing and maintaining the file room, re-filing case files, retrieving and delivering requests for files, photocopying confidential files for referral, and coordinating the storage of files in accordance with the Bureau's record retention schedule; responsible for accurately inputting and updating Oracle online database system to include adding, deleting, or revising various coding systems; initiating and running a variety of management reports; independently composing, typing, and editing various letters, reports and other documents; maintaining and monitoring office equipment and supply inventory system; answering telephone calls, and handling and referring as appropriate; and other related duties as assigned.

**DESIRABLE QUALIFICATIONS:** Excellent computer skills and experience with Microsoft Office software (Word, Excel, Access); excellent interpersonal skills and ability to work cooperatively with others; ability to communicate effectively with staff and the public both orally and in writing; accurately perform highly detailed work independently; follow oral and written directions, and ability to handle multiple projects/assignments efficiently and in a timely manner.

**WHO MAY APPLY:** Applications will be accepted from current State employees at the Office Technician (Typing) level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e., transfer or list eligibility) on the state application.***

**APPLICATION PROCEDURE:** Send a completed standard State of California application to Stephanie Brewer, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Please indicate "OT #413-372-1139-xxx" on the State application.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. For additional information, please call (916) 492-3411.

**FINAL FILING DATE:** July 14, 2006 or until filled

**NOTE:** Interested individuals must submit their application in order to be considered for this position.

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

eg06/30/06